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The Financial Menu

Figure 1 is the *Financial Menu*. The rest of this section gives an in-depth explanation of the detail screens associated with these menu options.

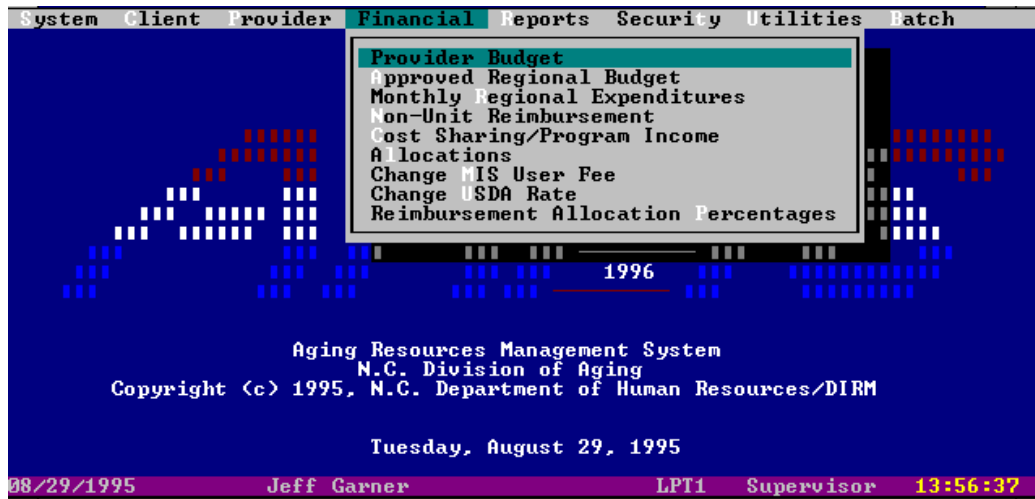


Figure 1 Financial Menu

Provider Budget

When the Provider Budget option is selected from the Financial Menu, the *Provider Budget Browse Screen* is displayed (Figure 2). Only one budget record can be added per Region/Provider/County/Service Code (or Service Level) combination. There must also be Allocations before a budget can be entered and the federal/state amount of all Provider Budgets added together for a County cannot exceed the total Allocation amount.

AGING99

PROVIDER BUDGET

Fiscal Year	Region	Provider	County	Service	Last Update	Unit Cost	Servi
1999	4	033	33	030	08/10/1998	26.0700	
1999	4	033	33	LV2	08/10/1998	9.0000	
1999	4	064	64	155	08/04/1998	33.0000	
1999	4	064	64	LV2	08/04/1998	10.2500	
1999	4	010	44	130	08/11/1998	60.0000	
1999	4	011	50	033	08/11/1998	5.2500	
1999	4	011	50	250	08/11/1998	1.0500	
1999	4	014	44	LV2	08/06/1998	13.2700	
1999	4	015	38	130	08/11/1998	60.0000	
1999	4	018	87	401	08/06/1998	0.0000	
1999	4	020	20	LV1	08/06/1998	18.9500	
1999	4	022	22	LV1	08/06/1998	22.3400	
1999	4	023	22	033	08/06/1998	13.9200	

<Esc> = Return to Menu <F2> = Search <F4> = Add
<F5> = Edit <F6> = Delete

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Figure 2 Provider Budget Browse Screen

The Provider Budget detail screen in Figure 3 below is displayed after the “Add” or “Edit” button has been chosen from the Provider Budget Browse screen. To save information and return to the Provider Budget Browse screen, press the <Ctrl-W> button. To cancel any modifications that have been made to the data, press the <Esc> button.

If this screen is in “Edit” mode, the fields will be filled in with data from the record that was selected on the browse screen. These fields are available to be modified and then saved using the <Ctrl-W> button. If this screen is in “Add” mode, the fields will be blank except for fields that have been disabled. These blank fields can be filled with data and then saved using the <Ctrl-W> button.

AGING99

PROVIDER BUDGET

Fiscal Year: 1999 Region: 0 Provider: 060
 Service: 180 County: 56

Reimbursement Allocation Percentage: 0.00

Funding Source : 01
 Projected People: 100

Balance: 1

Net Unit Cost: 4.6300
 Net Service Cost: 30373
 Total USDA Dollars: 3847
 Other Matching Resources: 0
 Other Non-Matching Resources: 0

Date of Last Update: 08/11/1998
 By: JEANNE MATTHEWS

< Ctrl-W > = Save & Return < Esc > = Return to Browse

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Figure 3 Provider Budget Detail Screen

Before a Provider Budget record can be added to the database, a value must be chosen from the Region, Provider, Service, County, Funding Source, and Net Service Cost fields. If these fields are blank when the <Save & Return> button is pressed, a message will be displayed on the screen describing what information needs to be added. The cursor will be positioned on the field that needs to be corrected. There must be Allocations before a budget can be entered and the federal/state amounts of all the Provider Budgets added together cannot exceed the total Allocation amount. The USDA **Service Codes 121** and **181** have a unique feature. When these codes are used, a zero budget must be entered. For all other codes, zero budgets are not allowed. When the necessary changes have been made, press the <Ctrl-W> button to save the data.

NOTE:

- ✓ The “Funding Source” field is automatically entered, depending on the “Service Code”.
- ✓ Users with Provider level security cannot access the *Provider Budget Screens*.

Provider Budget Fields

Entry Field	Contents
Fiscal Year	The Fiscal Year must be the current year or earlier. Defaults to current fiscal year
Region	The Region field cannot be left blank. If an invalid code is entered, a list of valid codes will be displayed. Pressing the F1 or Ctrl+F1 keys will also display the list of valid codes.
Provider	The Provider field cannot be left blank. If an invalid code is entered, a list of valid codes will be displayed. Pressing the F1 or Ctrl+F1 keys will also display the list of valid codes.
Service	The service field cannot be left blank. If an invalid code is entered, a list of valid codes will be displayed. Pressing the F1 or Ctrl+F1 keys will also display the list of valid codes. <i>In-home services must be entered by level.</i>
County	The County field cannot be left blank. If an invalid code is entered, a list of valid codes will be displayed. Pressing the F1 or Ctrl+F1 keys will also display the list of valid codes.
Reimbursement Allocation Percentage	The Reimbursement Allocation Percentage will only be displayed if the user has the “DOA” or “Supervisor” security level. If this field is not blank, it overrides the Reimbursement Allocation Percentage table.
Funding Source	The Funding Source field cannot be left blank. If an invalid code is entered, a list of valid codes will be displayed. Pressing the F1 or Ctrl+F1 keys will also display the list of valid codes.
Projected People	Projected People are the number of people this Provider expects to serve this year.
Balance	The Balance field is a display only field and is calculated by multiplying the appropriate percentage for this Funding Source (found in the Funding Source file) times the net service cost and subtracting it from the Allocation amount for this County and Region.
Net Unit Cost	Net unit cost.
Net Service Cost	Net service cost.
Total USDA Dollars	USDA dollars.
Other Matching Resources	Other matching resources received
Other Non-Matching Resources	Other non-matching resources received.
Date of Last Update	Represents date the record was saved by pressing Ctrl-W . This is not an entry field and is automatically filled in by system.
By	Represents user name that saved the record. This is not an entry field and is automatically filled in by system.

Approved Regional Budget

Figure 4 is an *Approved Regional Budget Detail Screen*. A budget cannot be entered for a Region if it's Allocation does not exist. The buttons at the bottom of the screen allow certain actions to be performed on the screen.

- <Esc> Screen is closed and no changes are saved.
- <Ctrl-W> Additions or changes are saved to the database.
- <Pg Up> The previous record in list is displayed.
- <Pg Dn> The next record in list is displayed.
- <F2 > Search screen displayed allowing for specific search criteria.
- <F4> New record addition

(NOTE: An Approved Regional Budget cannot be added unless an Allocation for that budget has been entered and the new budget total does not exceed the Allocation amount.)

- <F6> Delete record.

When a record from the Regional budget database is being edited, the Fiscal Year, Region, and Type Operation fields are disabled. When the Add button is selected, these fields will become enabled, and a new record can be entered.

The “**SubTotal**” field is the sum of the amounts in right column subtracted from the sum of the amounts in the left column. The “**Total**” field is the “**SubTotal**” amount multiplied by the federal state participation percentage.

AGING99

APPROVED REGIONAL BUDGET

Fiscal Year: 1999 Region: Type Operation:

-A-M-O-U-N-T-S-	
Salaries:	0
Fringe:	0
Travel:	0
Adm Sup Costs:	0
Equipment:	0
Indirect:	0
Pgm Inc Enhnc:	0
Overmatch Rec:	0
SubTotal:	0
	* 0.0000
Total:	0

Date of Last Update: / /
By:

<Ctrl-W> = Save <Pg Up>= Previous <F2>= Search <F6>= Delete
< Esc > = Return to Menu <Pg Dn>= Next <F4>= Add

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Figure 4 Approved Regional Budget Screen

NOTE: Users with Provider level security cannot access the *Approved Regional Budget* Screens.

Approved Regional Budget Fields

Entry Field	Contents
Fiscal Year	The Fiscal Year cannot be left blank and should be a valid Fiscal Year in the form YYYY, and must be equal to the current Fiscal Year or earlier. Defaults to current fiscal year.
Region	The Region field cannot be left blank. If an invalid code is entered, a list of valid codes will be displayed. Pressing the F1 or Ctrl+F1 keys will also display the list of valid codes.
Type Operation	The Type Operation field cannot be left blank. If an invalid code is entered, a list of valid codes will be displayed. Pressing the F1 or Ctrl+F1 keys will also display the list of valid codes.
Salaries	Regional salaries allowance
Fringe	Fringe Allowance
Travel	Travel Allowance
Adm Sup Costs	Administrative support costs allowances
Equipment	Equipment Allowance
Indirect	Indirect Cost Allowance
Pgm Inc Enhnc	Program Income Allowance
Overmatch Rec	Overmatched received
Total	The total field is not available for editing and is equal to the sum of the amounts in the right column subtracted from the sum of the amounts in left column and multiplied by the federal state participation percentage.
Date of Last Update	Represents date the record was saved by pressing Ctrl-W . This is not an entry field and is automatically filled in by system.
By	Represents user name that saved the record. This is not an entry field and is automatically filled in by system.

Regional Expenditures

Figure 6 is the *Regional Expenditures Screen*. This screen is displayed after selecting the Regional Expenditures option from the Financial Menu. The buttons at the bottom of the screen allow certain actions to be performed on the screen.

- <Esc> Screen is closed and no changes are saved.
- <Ctrl-W> Additions or changes are saved to the database.
- <Pg Up> The previous record in list is displayed.
- <Pg Dn> The next record in list is displayed.
- <F2> Search screen displayed allowing for specific search criteria.
- <F4> New record addition.
- <F6> Delete record.

Year-to-date amounts entered cannot exceed the remaining budget allowance. The Fiscal Year, Month, Region, and Type Operations fields will be disabled when an existing record is being edited. When the **Add** button is chosen, these fields will be enabled. The “**Total**” field is the sum of the amounts in right column subtracted from the sum of the amounts in the left column.

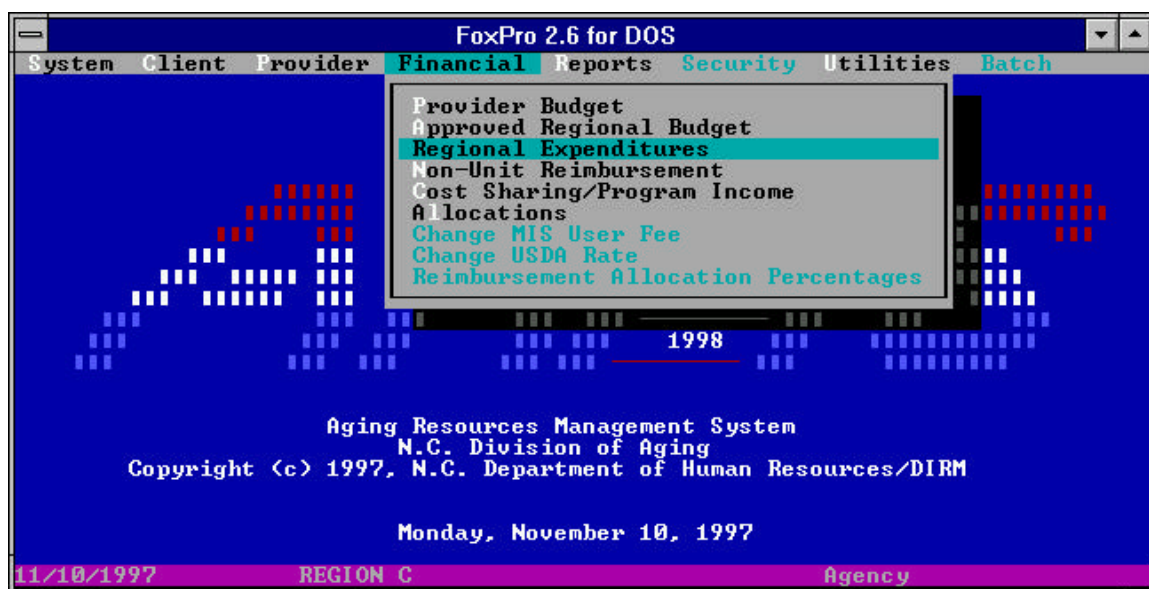


Figure 5 Financial Menu

Regional Expenditures are entered monthly on a “**Year-to-Date**” basis. For example, if in July **and** August, the amount for “Salaries” were \$10.00, you would enter \$10.00 for the month of July and **\$20.00** for the month of August to get the year-to-date expenditures.

July, \$10 + August, \$10 = \$20 Year-to-Date

The system calculates “**Current Month**” amounts automatically on the ZG060 report.

NOTE: Users with Provider level security cannot access the Regional Expenditures Screens.

The following is a description of the screens and procedures to use when entering *Regional Expenditures*. From the Main Menu, select *Regional Expenditures* (See Figure 5).

FY	Region	Report Period	Type of Op.	Salaries	Fringe	Travel	Adm_Sup	E
1998	C	07	1	10	10	10	10	
1998	C	07	2	20	20	20	20	
1998	C	07	3	30	30	30	30	
1998	C	07	4	40	40	40	40	
1998	C	08	1	50	50	50	50	
1998	C	08	2	60	60	60	60	
1998	C	08	3	70	70	70	70	
1998	C	08	4	80	80	80	80	
1998	C	10	1	90	90	90	90	
1998	C	10	2	100	100	100	100	

<Esc> = Return to Menu <F2> = Search <F4> = Add
 <F5> = Edit <F6> = Delete

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Figure 6 Regional Expenditures Browse Screen

Similar to other screens in *ARMS*, an initial browse screen is displayed and records are sorted by FY/Region/ Report Period/Type of Operation (See Figure 2). Options at this point are *Return to Menu* (**Esc**), *Search* (**F2**), *Add* (**F4**), *Edit* (**F5**), and *Delete* (**F6**). The “up-and-down” arrow keys handle movement in this screen.

REGIONAL EXPENDITURES

Fiscal Year: 1998 Region: C Month: 07 Type Operation: 1

Salaries:	10	Pgm Inc Enhnc:	10
Fringe:	10	Overmatch Rec:	10
Travel:	10		
Adm Sup Costs:	10	Total:	40
Equipment:	10		
Indirect:	10		

Date of Last Update: 08/11/1997
By: REGION C

<Ctrl-W> = Save
 <Esc> = Return to Menu

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Figure 7 Regional Expenditures Detail Screen

If the user choose to *Edit* (**F5**) a record, the data is shown for that particular record (See Figure 6). All the fields will be **disabled** (shown in red). Users are allowed to view data from prior months, but are prohibited from changing any information. Users are only allowed to change/edit information regarding **current month data**. When a record is shown in a **disabled**

state, it is referred to as **COMPLETED**. A record is automatically marked as **COMPLETED** after the corresponding Monthly Batch Run. For example, when the Monthly Batch Run for November (October units) has completed, all records **prior to and including** October are marked as **COMPLETED**. From that point until the next Batch Run in December, only records concerning November can be added or modified.

REGIONAL EXPENDITURES

Fiscal Year: **1998** Region: **C** Month: **10** Type Operation: **1**

Salaries:	90	Pgm Inc Enhnc:	90
Fringe:	90	Overmatch Rec:	90
Travel:	90		
Adm Sup Costs:	90	Total:	360
Equipment:	90		
Indirect:	90		

Date of Last Update: **11/06/1997**
By: **REGION C**

<Ctrl-W> = Save
<Esc> = Return to Menu

11/10/1997 REGION C Agency

Figure 8 Regional Expenditures Detail Screen in Edit Mode

If the user choose to *Edit* (**F5**) a record for the current month, the data is shown for that particular record (See Figure 8). The user is given the ability to change/edit the record. As in other screens, once the necessary changes have been made, pressing **<CTRL-W>** will save the record or press **<Esc>** to cancel.

REGIONAL EXPENDITURES

Fiscal Year: **1999** Region: **4** Month: **06** Type Operation: **1**

Salaries:	0	Pgm Inc Enhnc:	0
Fringe:	0	Overmatch Rec:	0
Travel:	0		
Adm Sup Costs:	0	Total:	0
Equipment:	0		
Indirect:	0		

Date of Last Update: / /
By:

<Ctrl-W> = Save
<Esc> = Return to Menu

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Press **Shift+Tab** once to access the Type Operation Field. Press Enter, the drop down table will appear. Select the Type Operation.

Figure 9 Regional Expenditures Detail Screen in Add Mode

If you choose to **Add (F4)** a record from the initial browse screen, a blank record will appear and data for the current month can be entered (See Figure 9).



Figure 10 Search Screen

To search for a particular record, choose **Search (F2)** from the initial browse screen (See Figure 10). A screen will appear allowing the user to enter one or more criteria as it pertains to the record in question. If a record matches your criteria, the cursor will be placed on that record on the browse screen. If a record cannot be found that matches your criteria, a message will be displayed informing you of such.

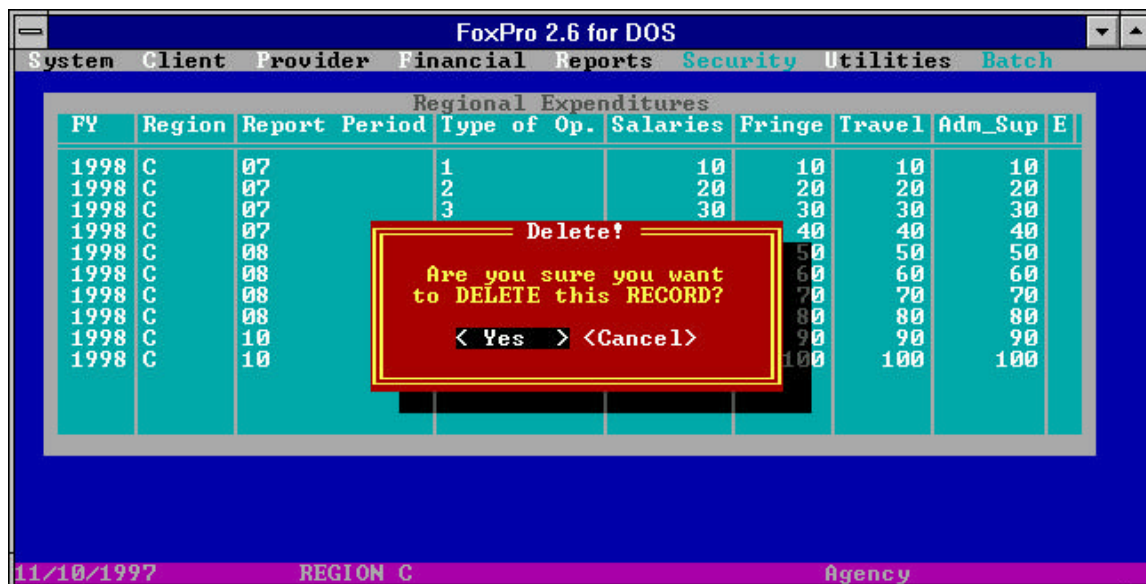


Figure 11 Delete Screen

If the need arises to delete an existing record, position your cursor over the record to delete and press **Delete (F6)** from the initial browse screen (Figure 11). A message is then displayed requesting confirmation.

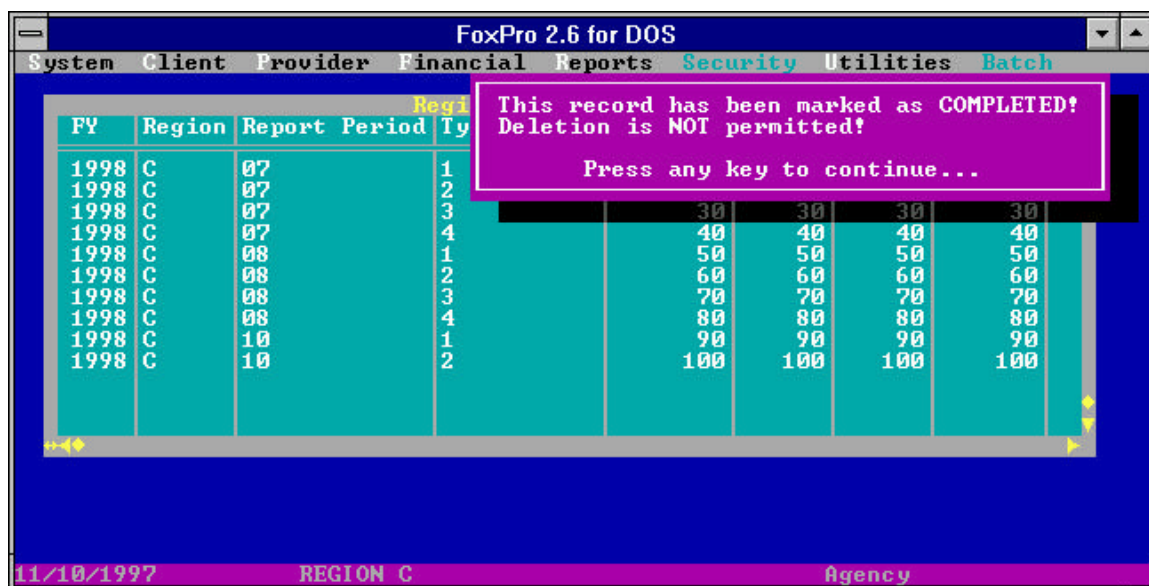


Figure 12 Delete Message

If you choose to delete a record that has been marked as **COMPLETED**, a message is displayed informing the user that this is prohibited (Figure 12).

Regional Expenditure Fields

Entry Field	Contents
Fiscal Year	The Fiscal Year cannot be left blank and should be a valid Fiscal Year equal to or less than the current Fiscal Year. Defaults to current fiscal year.
Region	The Region field cannot be left blank. If an invalid code is entered, a list of valid codes will be displayed. Pressing the F1 or Ctrl+F1 keys will also display the list of valid codes.
Month	The month field cannot be left blank and can be a one or two digit number from 01 to 12.
Type Operation	The Type Operation field cannot be left blank. If an invalid code is entered, a list of valid codes will be displayed. Pressing the F1 or Ctrl+F1 keys will also display the list of valid codes.
Salaries	Regional salaries allowance
Fringe	Fringe allowance
Travel	Travel allowance
Adm Sup Costs	Administrative support costs allowances
Equipment	Equipment allowance
Indirect	Indirect cost allowance
Pgm Inc Enhnc	Program income allowance
Overmatch Rec	Overmatch received
Total	The total field is not available for editing and is equal to the sum of the amounts in the right column subtracted from the sum of the amounts in the left column.
Date of Last Update	Represents date the record was saved by pressing Ctrl-W . This is not an entry field and is automatically filled in by system.
By	Represents user name that saved the record. This is not an entry field and is automatically filled in by system.

NOTE: Users with Provider level security cannot access Regional Expenditures Screens.

Non-Unit Reimbursement

When the Non-Unit Reimbursement option is selected from the Financial Menu, the *Non-Unit Reimbursement Browse Screen* will be displayed. Only one record is allowed per report period for each Region, Provider, Service Code and County combination. When the <Add> or <Edit> button is pressed on this screen, the Non-Unit Reimbursement detail screen in Figure 13 will be displayed. To save information and return, press the <Ctrl-W> button. To erase any modifications that have been made to the data, press the <Esc> button.

If this screen is in “Edit” mode, the fields will be filled in with data from the record that was selected on the browse screen. Fields that does not allow editing will be disabled. Fields available for modification can be edited and then saved the <Ctrl-W> button. If this screen is in “Add” mode the fields will be blank except for fields which have been disabled. These blank fields can be filled with data and then saved using the <Ctrl-W> button.

Before a Non-Unit Reimbursement record can be added to the database, a value must be filled in for the Region, Provider, Service, and County. If these items are blank when the <Ctrl-W> button is pressed, a message will be displayed on the screen describing what information needs to be added. The cursor will be positioned on the field that needs to be corrected. When the necessary changes have been made, press the <Ctrl-W> button to save the data.

AGING99

Non-Unit Reimbursement

NON-UNIT REIMBURSEMENT

Fiscal Year: 1999 Report Period: / /

Region: [] Provider: [] Service: [] County: []

Administrative Direct Cost: 0

Administrative Indirect Cost: 0

Program Cost: 0

Date of Last Update: / /

By: []

<Ctrl-W> = Save & Return <Esc> = Return to Browse

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Figure 13 Non-Unit Reimbursement Screen

NOTE: Depending on the security level of the user, certain fields will be disabled.

Non-Unit Reimbursement Fields

Entry Field	Contents
Fiscal Year	The Fiscal Year field cannot be left blank and should be equal to or less than the current Fiscal Year. Defaults to current fiscal year.
Report Period	The Report Period cannot be left blank. This field is a combination of month and year. It should be entered in the format MM/YYYY, where MM is a valid month from 01 to 12. The year must be equal to the current year , the current year plus one year, or the current year minus one year.
Region	The Region field cannot be left blank. If an invalid code is entered, a list of valid codes will be displayed. Pressing the F1 or Ctrl+F1 keys will also display the list of valid codes.
Provider	The Provider field cannot be left blank. If an invalid code is entered, a list of valid codes will be displayed. Pressing the F1 or Ctrl+F1 keys will also display the list of valid codes.
Service	The service field cannot be left blank. If an invalid code is entered, a list of valid codes will be displayed. Pressing the F1 or Ctrl+F1 keys will also display the list of valid codes.
County	The County field cannot be left blank. If an invalid code is entered, a list of valid codes will be displayed. Pressing the F1 or Ctrl+F1 keys will also display the list of valid codes.
Administrative Direct Cost	Administrative Direct Cost
Administrative Indirect Cost	Administrative Indirect Cost
Program Cost	Program Cost
Date of Last Update	Represents date the record was saved by pressing Ctrl-W . This is not an entry field and is automatically filled in by system.
By	Represents user name that saved the record. This is not an entry field and is automatically filled in by system.

Cost Sharing / Program Income

Figure 14 below is the *Cost Sharing Detail Screen*. This screen is displayed after the <Add> or <Edit> button has been pressed on the *Cost Sharing browse screen*. Only one record per report period can be entered for each Region, Provider, Service Code and County combination. To save information and return, press the <Ctrl-W> button. To erase any modifications that have been made to the data, press the <Esc> button.

If this screen is in “Edit” mode, the fields will be filled in with data from the record that was selected on the browse screen. These fields are available to be modified and then saved using the <Ctrl-W> button. If this screen is in “Add” mode, the fields will be blank except for any fields that are disabled. These blank fields can be filled with data and then saved using the <Ctrl-W> button.

Before a Cost Sharing record can be added to the database, a value must be entered for Region, Provider, service, and County. If these items are blank when the Save & Return button is pressed, a message will be displayed on the screen describing what information needs to be added. The cursor will be positioned on the field that needs to be corrected. When the necessary changes have been made, press the <Ctrl-W> button to save the data.

AGING99

Cost Sharing

COST SHARING/PROGRAM INCOME

Fiscal Year: 1999 Report Period: / /

Region: Provider: Service: County:

Monthly Gross Cost Sharing/Program Income Collected: 0

Monthly Amount Deducted to Cover Allowable Cost: 0

Monthly Net Amount Collected: 0

Date of Last Update: / /

By:

<Ctrl-W> = Save & Return <Esc> = Return to Browse

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Figure 14 Cost Sharing Detail Screen

NOTE: Depending on the security level of the user, certain fields will be disabled.

Cost Sharing Fields

Entry Field	Contents
Fiscal Year	The Fiscal Year field cannot be left blank and should be equal to or previous to the current year. Defaults to current fiscal year.
Report Period	The Report Period cannot be left blank. This field is a combination of month and year. It should be entered in the format MM/YYYY, where MM is a valid month from 01 to 12. The year must be equal to the current year , the current year plus one year, or the current year minus one year.
Region	The Region field cannot be left blank. If an invalid code is entered, a list of valid codes will be displayed. Pressing the F1 or Ctrl+F1 keys will also display the list of valid codes.
Provider	The Provider field cannot be left blank. If an invalid code is entered, a list of valid codes will be displayed. Pressing the F1 or Ctrl+F1 keys will also display the list of valid codes.
Service	The service field cannot be left blank. If an invalid code is entered, a list of valid codes will be displayed. Pressing the F1 or Ctrl+F1 keys will also display the list of valid codes.
County	The Region field cannot be left blank. If an invalid code is entered, a list of valid codes will be displayed. Pressing the F1 or Ctrl+F1 keys will also display the list of valid codes.
Monthly Gross Cost Sharing/ Program Income collected	The Monthly Gross Cost Sharing / Program Income Collected field cannot be left blank.
Monthly Amount Deducted to Cover Allowable Cost	The monthly amount deducted to cover allowable cost cannot be greater than monthly gross cost sharing.
Monthly Net Amount Collected	The Monthly Net Amount Collected field is not available for editing and is equal to the Monthly Net Amount Collected subtracted from the Monthly Gross Cost Sharing field
Date of Last Update	Represents date the record was saved by pressing Ctrl-W . This is not an entry field and is automatically filled in by system.
By	Represents user name that saved the record. This is not an entry field and is automatically filled in by system.

Allocations

Figure 15 is the *Allocations Screen*. This screen is displayed after selecting the Allocations option from the Financial Menu. The buttons at the bottom of the screen allow certain actions to be performed on the screen.

- <Esc> Screen is closed and no changes are saved.
- <Ctrl-W> Additions or changes are saved to the database.
- <Pg Up> The previous record in list is displayed.
- <Pg Dn> The next record in list is displayed.
- <F2> Search screen displayed allowing for specific search criteria.
- <F4> New record addition
- <F6> Delete record.

The Fiscal Year, County, and Regions fields will be disabled when an existing record is being edited. When the Add button is chosen, these fields will be enabled. An Allocation can be entered for a Region and a County or for a Region only. If only the Region field is filled in, the fields in the right box will be enabled and available for adding data. If both the Region and County fields are filled in, the H.C.C.B.G field in the left box will be enabled and available for adding data.

The screenshot shows the 'AGING99' window with the 'ALLOCATIONS' title. It features a list of records on the left, a main data entry area with sections for 'COUNTY ALLOCATION', 'REGIONAL ALLOCATIONS', and 'PREVIOUS FY CARRYFORWARD', and a bottom status bar with date, user, and time information.

Figure 15 Allocations Detail Screen

NOTE:

- ✓ Users with Agency level security can **only view** this screen.
- ✓ Users with Provider level security **do not have access** to the Allocation Screens.

Allocation Screen Fields

Entry Field	Contents
Fiscal Year	This field cannot be left blank and should be a equal to the previous or the current year.
Region	The Region field cannot be left blank. If an invalid code is entered, a list of valid codes will be displayed. Pressing the F1 or Ctrl+F1 keys will also display the list of valid codes.
County	The County field cannot be left blank. If an invalid code is entered, a list of valid codes will be displayed. Pressing the F1 or Ctrl+F1 keys will also display the list of valid codes.
H.C.C.B.G.	This field will be initially completed with the beginning Allocation amount for this County. After a budget is entered for this County (by entering a "1" for HCCBG in the Funding Source field on the Provider Budget screen) , the net service cost times the appropriate percentage (located in Funding Source file) will be subtracted from the County Allocation. The field will then become a balance remaining field
Planning & Administrations	This field will be initially completed with the beginning Allocation amount for Planning and Administrations. After Regional budgets have been entered for these categories, the fields will become remaining Allocation balances.
Ombudsman	This field will be initially completed with the beginning Allocation amount for Ombudsman. After Regional budgets have been entered for these categories, the fields will become remaining Allocation balances.
Elder Abuse	This field will be initially completed with the beginning Allocation amount for Elder Abuse. After Regional budgets have been entered for these categories, the fields will become remaining Allocation balances.
Sr.Cntr Devel/Outreach	This field will be initially completed with the beginning Allocation amount for Senior Center Development and Outreach. After Regional budgets have been entered for these categories, the fields will become remaining Allocation balances.
Sr. Cntr. Capital Improvement	This field will be initially completed with the beginning Allocation amount for Sr. Cntr Capital Improvement. After Regional budgets have been entered for these categories, the fields will become remaining Allocation balances.
IIIF	This field will be initially completed with the beginning Allocation amount for IIIF. After Regional budgets have been entered for these categories, the fields will become remaining Allocation balances.
Legal	This field will be initially completed with the beginning Allocation amount for Legal. After Regional budgets have been entered for these categories, the fields will become remaining Allocation balances.
State AAA Admin Costs	This field will be initially completed with the beginning Allocation amount for State AAA Admin Costs. After Regional budgets have been entered for these categories, the fields will become remaining Allocation balances.
Date of Last Update	Represents date the record was saved by pressing Ctrl-W . This is not an entry field and is automatically filled in by system.
By	Represents user name that saved the record. This is not an entry field and is automatically filled in by system.

NOTE: Only users with DOA and Supervisor level security have access to the following screens:

1. Change MIS User Fee (Figure 16)
2. Change USDA Rate (Figure 17)
3. Reimbursement Allocation Percentages (Figure 18)

Change MIS User Fee

Figure 16 is shown below is the *Change MIS User Fee Screen*. These percentages are used in the Invoice for MIS Services report. To change the current rate, enter the amount into the New Rate field and press the <OK> button. To cancel any changes, press the <Cancel> button.



Figure 16 Change MIS User Fee Screen

Change USDA Rate

Figure 17 shown below is the *Change USDA Rate Screen*. This is used in reports that use the USDA rate. To change the current rate, enter the amount into the New Rate field and press the <OK> button. To cancel any changes, press the <Cancel> button.

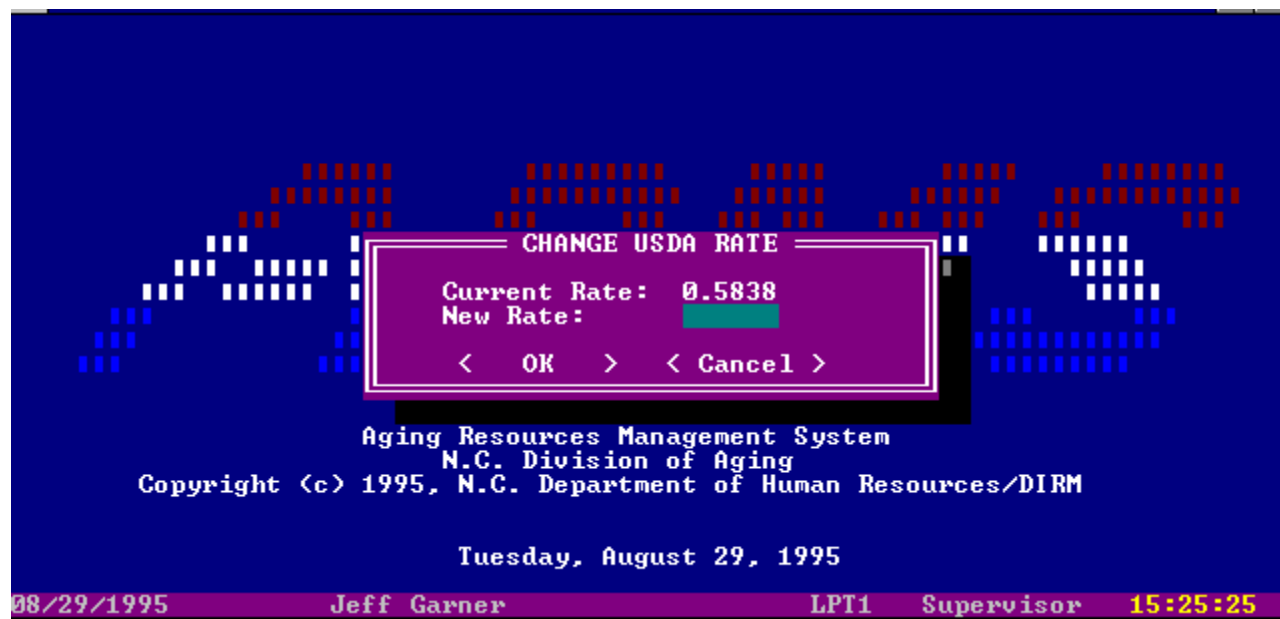


Figure 17 Change USDA Rate Screen

Reimbursement Allocation Percentages

Figure 18 shown below is the *Reimbursement Allocation Percentages Screen*. These percentages are used in the reimbursement reports to compute what amount of reimbursement is available at the present time. If a Reimbursement Allocation Percentage is entered in the Provider Budget, that amount will override these percentages for that particular Provider. To change the current rate, enter the amount into the desired field and press the < **Ctrl-W** > button. To cancel any changes, press the < **Esc** > button.

REIMBURSEMENT ALLOCATION PERCENTAGES					
August:	0.1667	December:	0.4166	April:	1.0000
September:	0.1667	January:	0.6667	May:	1.0000
October:	0.4166	February:	0.6667	June:	1.0000
November:	0.4166	March:	0.6667	July:	1.0000

<Ctrl-W> = Save & Return < Esc > = Return to Menu

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Tuesday, August 29, 1995

08/29/1995 Jeff Garner LPT1 Supervisor 15:25:55

Figure 18 Reimbursement Allocation Percentages Screen